

MA COURSE 25 CONTACT HOURS

Lab/clinical schedule information to follow when filling out your schedule

Lab/Clinical Hours

- DO **NOT** use military time as some students have not learned this yet
- 8hrs or less per clinical session (9hrs total with breaks)
- May start at 6am
- Must end by 9pm
- Keep the hours spread out evenly to comply with state guidelines. Do not bulk all hours early. Students must learn in classroom before they attend clinicals.
- Students spend approximately 6-7hrs a week in clinicals. This will help determine where you will want to schedule hours for clinicals.

State Mandated –

Breaks -DO **NOT** COUNT BREAK HOURS AS PART OF CLINICAL CONTACT HOURS

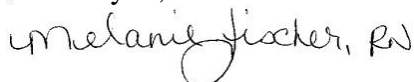
- 8hr lab/clinical day 2-15 min breaks 1-30 min break
- 7hr lab/clinical day 1-15 min break 1-30 min break
- 6hr lab/clinical day 1-15 min break 1-30 min break
- 5hr lab/clinical day 1-30 min break
- 4hr lab/clinical day 1-15 min break
- >3hr lab/clinical day Instructors choice if break is needed or not

IMPORTANT: MA COURSES ARE 8 WEEKS LONG

- Please schedule. CMA clinical hours approx. 1 day a week
 - Once a week for 5hrs for the LAST 5 weeks of class
- **OR**
 - Once a week for 6.25hrs for the last 4 weeks of class
- Do NOT schedule hours all in one week or schedule towards the beginning of the course clinical dates.
- Use time frames for clinicals listed BELOW when making your lab/clinical schedule
- To submit schedule: Go to our main webpage, click on About WCO—Employment-- Clinical Instructor---then click on **Submit** your Schedule for Clinicals [Click Here](#)

SEE PAGE 2

Thank you,



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CMA REGULAR SCHEDULE 2018

Notify We Care Online ON or BEFORE the dates below for the course dates.	Classification Class State Month Year	Course Dates	Clinicals Can Begin On or After	Clinicals Must End On or Before
12/17/2017	MAKS0118	1/16/18—3/12/18	2/5/2018	3/11/2018
1/15/2018	MAKS0218	2/6/18—4/2/18	2/26/2018	4/1/2018
2/12/2018	MAKS0318	3/6/18--4/30/18	3/26/2018	4/29/2018
3/12/2018	MAKS0418	4/3/18—5/25/18	4/23/2018	5/24/2018
4/9/2018	MAKS0518	5/1/18--6/25/18	5/21/2018	6/24/2018
5/14/2018	MAKS0618	6/5/18--7/30/18	6/25/2018	7/29/2018
6/18/2018	MAKS0718	7/10/18—9/3/18	7/30/2018	9/2/2018
7/16/2018	MAKS0818	8/7/18—10/1/18	8/27/2018	9/30/2018
8/14/2018	MAKS0918	9/5/18--10/29/18	9/24/2018	10/28/2018
9/10/2018	MAKS1018	10/2/18—11/26/18	10/22/2018	11/25/2018
10/2/2018	MAKS1118	10/23/18—12/17/18	11/12/2018	12/16/2018
10/15/2018	MAKS1218	11/6/18—12/17/18-6wks	11/20/2018	12/16/2018
12/17/2019	MAKS0119	1/8/19—3/4/19	1/28/2019	3/3/2019

If for some reason you are not able to get your clinicals within the time frame above,
we will consider doing an off schedule for instructors.

See PAGE 3 for ALTERNATE SCHEDULE

SEE PAGE 3

- To submit schedule: Go to our main webpage, click on About WCO—Employment-- Clinical Instructor---then click on **Submit** your Schedule for Clinicals [Click Here](#)

We always say the sooner the better!

We do recommend submitting classes at least 1-2 months ahead of time if possible. Some instructors schedule for the entire year or 6 months ahead. This gives us time to advertise and get the word out that classes are offered in your area. We can postpone or cancel classes if schedules change. We do understand with the need for staffing that sometimes submitting them just 3 weeks prior is necessary.

CMA ALTERNATE SCHEDULE 2018

Notify We Care Online ON or BEFORE the dates below for the course dates.	Classification Class State Month Year-DATE	Course Dates	Clinicals Can Begin ON or AFTER	Clinicals Must End ON or BEFORE
12/18/2017	MAKS0118-1-9	1/9/18—3/5/18	1/29/2018	3/4/2018
12/18/2017	MAKS0118-1-16	1/16/18—3/12/18	2/5/2018	3/11/2018
1/2/2018	MAKS0118-1-23	1/23/18—3/19/18	2/12/2018	3/18/2018
1/8/2018	MAKS0118-1-30	1/30/18—3/26/18	2/19/2018	3/25/2018
1/22/2018	MAKS0218-2-13	2/13/18—4/9/18	3/5/2018	4/8/2018
1/29/2018	MAKS0218-2-20	2/20/18—4/16/18	3/12/2018	4/15/2018
2/5/2018	MAKS0218-2-27	2/27/18—4/23/18	3/19/2018	4/22/2018
2/19/2018	MAKS0318-3-13	3/13/18—5/7/18	4/2/2018	5/6/2018
2/26/2018	MAKS0318-3-20	3/20/18—5/14/18	4/9/2018	5/13/2018
3/5/2018	MAKS018-3-27	3/27/18—5/21/18	4/16/2018	5/20/2018
3/19/2018	MAKS018-4-10	4/10/18—6/4/18	4/30/2018	6/3/2018
3/26/2018	MAKS0418-4-17	4/17/18—6/11/18	5/7/2018	6/10/2018
4/2/2018	MAKS0418-4-24	4/24/18—6/18/18	5/14/2018	6/17/2018
4/16/2018	MAKS0518-5-8	5/8/18—6/29/18	5/28/2018	6/29/2018
4/23/2018	MAKS018-5-15	5/15/18—7/9/18	6/4/2018	7/8/2018
4/30/2018	MAKS0518-5-22	5/22/18—7/16/18	6/11/2018	7/15/2018
5/7/2018	MAKS0518-5-29	5/29/18—7/23/18	6/18/2018	7/22/2018
5/21/2018	MAKS0618-6-12	6/12/18—8/6/18	7/2/2018	8/5/2018
5/25/2018	MAKS0618-6-19	6/19/18—8/13/18	7/9/2018	8/12/2018
6/4/2018	MAKS0618-6-26	6/26/18—8/20/18	7/16/2018	8/19/2018
6/25/2018	MAKS0718-7-17	7/17/18—9/10/18	8/6/2018	9/9/2018
6/29/2018	MAKS0718-7-24	7/24/18—9/17/18	8/13/2018	9/16/2018
7/9/2018	MAKS0718-7-31	7/31/18—9/24/18	8/20/2018	9/24/2018
7/23/2018	MAKS0818-8-14	8/14/18—10/8/18	9/3/2018	10/7/2018
7/30/2018	MAKS0818-8-21	8/21/18—10/15/18	9/10/2018	10/14/2018
8/6/2018	MAKS0818-8-28	8/28/17—10/22/18	9/17/2018	10/21/2018
8/20/2018	MAKS09-18-9-11	9/11/18—11/5/18	10/1/2018	11/4/2018
8/27/2018	MAKS0918-9-18	9/18/18—11/12/18	10/8/2018	11/11/2018
8/31/2018	MAKS0918-9-25	9/25/18—11/19/18	10/15/2018	11/18/2018
9/17/2018	MAKS1018-10-9	10/9/18—12/3/18	10/29/2018	12/2/2018
9/24/2018	MAKS1018-10-16	10/16/18—12/10/18	11/5/2018	12/9/2018
10/8/2018	MAKS1118-10-30	10/30/18—12/17/18-7wks	11/19/2018	12/16/2018
12/17/2018	MAKS0119-1-15	1/15/19—3/11/19	2/4/2019	3/10/2019